



# **SUDLEY INFANT SCHOOL FREEDOM OF INFORMATION POLICY**

*Signed-* Vice Chair of Governors: Mr S Kearney

Autumn 2017

Review Autumn 2019 or when new legislation is issued

## 1. Introduction

Sudley Infant School is committed to the Freedom of Information Act 2000, which states that all schools should be clear and proactive about the information that they will make public. To do this we must produce a publication scheme that conforms to the model scheme for schools approved by the Information Commissioner, and which sets out:

- The classes of information that we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

## 2. Scope

The scheme covers retrospective information that has already been published, and information that is to be published in the future. All information in our publication scheme is either available for you to download from our website and print off, or available in paper form.

Some information that we hold may not be made public, for example personal information. This is governed in line with the requirements of the Data Protection Act 1998.

The School Governing Body is responsible for maintenance of this scheme.

## 3. Categories of Information Published

The classes of information that we aim to make available include:

- *School Brochure* – information about the school published in the school brochure.
- *Governors' Documents* - information published in the governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about
- Policies that relate to the school in general.

## 4. How to request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Contact address: Sudley Infant School  
63 Dundonald Road  
Liverpool  
Merseyside  
L17 0AE

Telephone: 0151 727 1139

Fax: 0151 726 8935

Email: [sudleyi-ao@sudley-inf.liverpool.sch.uk](mailto:sudleyi-ao@sudley-inf.liverpool.sch.uk)

If the information you're looking for is not available via the scheme and is not on our Website, you can still contact the school to ask if we have it. [www.sudleyinfantschool.co.uk](http://www.sudleyinfantschool.co.uk)

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in the table appendix. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

## 6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

**Miss Sue Milan, Chair of Governors c/o Sudley Infant School, 63 Dundonald Road, Liverpool L17 0AE.**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113

Or

Website: <https://ico.org.uk/concerns/>

## 7. Classes of information currently published on the school website

**School Prospectus** – this section set out information published in the school prospectus on the website

Class	Description
<b>School Information</b>	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion:</p> <ul style="list-style-type: none"> <li>▪ the name, address and telephone number of the school and the type of school</li> <li>▪ the names of the Head teacher and Chair of governors</li> <li>▪ information on the school policy on admissions</li> <li>▪ a statement of the school's ethos and values</li> <li>▪ details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>▪ information about the school's policy on providing for pupils with special educational needs</li> <li>▪ number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>▪ National Curriculum assessment results for appropriate Key Stage, with national summary figures</li> <li>▪ the arrangements for visits to school by prospective parents</li> </ul>

**Information relating to the governing body**

<b>Class</b>	<b>Description</b>
<b>Governors' Information</b>	<ul style="list-style-type: none"> <li>▪ details of the governing body membership, including name and address of chair and clerk</li> <li>▪ a statement on progress in implementing the action plan drawn up following an inspection</li> <li>▪ a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>▪ a description of the school's arrangements for security of pupils, staff and the premises</li> <li>▪ information about the implementation of the governing body's policy on pupils with special education needs (SEN) and any changes to the policy during the last year</li> <li>▪ a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>▪ a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>▪ number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>▪ National Curriculum assessment results for appropriate Key Stage, with national summary figures</li> <li>▪ a statement of the extent to which proposals in the post-inspection plan have been carried into effect</li> </ul>
<b>Instrument Of Government</b>	<ul style="list-style-type: none"> <li>▪ the name of the school</li> <li>▪ the category of the school</li> <li>▪ the name of the governing body</li> <li>▪ the manner in which the governing body is constituted</li> <li>▪ the term of office of each category of governor if less than 4 years</li> <li>▪ the name of anybody entitled to appoint any category of governor</li> <li>▪ details of any trust</li> <li>▪ if the school has a religious character, a description of the ethos</li> <li>▪ the date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meeting of governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

**Pupils and Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home – school Agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils e.g. homework arrangements
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. (From March 2004)

<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying
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8. **School Policies and other information related to the school** - this section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Published Reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report and where appropriate, inspection reports of religious education in those schools designated as having a religious character
<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
<b>Charging and Remissions Policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted e.g. school publications, music tuition, trips
<b>School session times and term dates **</b>	Details of school session and dates of school terms and holidays
<b>Health &amp; Safety Policy and risk assessment</b>	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head teacher or governing body relating to the curriculum
<b>Annex A – Other documents</b>	Annex A provides a list of other documents that are held by the school and are available on request

*\*\* Information available on our website [www.sudleyinfantschool.co.uk](http://www.sudleyinfantschool.co.uk)*

*Reminder : All information and documents are available as a paper copy on request*